



Position Description *Boys & Girls Club of Bay Mills*

POSITION: Youth Development Professional; Full-time

LICENSED: No

DEPARTMENT: Boys & Girls Club-All Units

GRADE: 6 (13.50/hr)

REPORTS TO: Unit Directors of Boys & Girls Club

STATUS: Non-Exempt

GRANT FUNDING STATUS/TERM:

This position is grant-funded; maintaining this position throughout the grant cycle will be contingent upon meeting administrative and program requirements.

POSITION SUMMARY:

Assists in the provision of daily programs and activities for Club Members consistent with the Boys & Girls Club of Bay Mills' mission, youth development strategies, and program goals/objectives.

ESSENTIAL FUNCTIONS:

1. Conducts business in a professional manner at all times.
2. Create an environment that facilitates the achievement of Youth Development Outcomes:
3. Promote and stimulate program participation
4. Register new members and participate in their club orientation process
5. Provide guidance and role modeling to members
6. Effectively implement and administer programs, services, and activities for drop-in members and visitors.
7. Monitor and evaluate programs, services, and activities to ensure safety of members, quality in programs, and positive appearance of the branch at all times. Prepare periodic activity and attendance documentation.
8. Assist in meal preparation and cleaning.
9. Assist in facilitating grant-funded program and administrative duties.
10. Assist in inventory and upkeep of Club equipment, completing maintenance tasks of equipment and Club areas as necessary.
11. Advise Unit Director of needed supplies and equipment.
12. Advise Unit Director of needed repairs and maintenance.
13. Exercise leadership in handling situations with Club members by utilizing guidance and discipline plan.
14. Ensure a productive work environment by participating in staff meetings and trainings.
15. Participate in planning and implementing of Club special events and represents the Club through Community outreach activities.

16. Follows all internal and external policies regarding Club and Bay Mills Indian Community operations
17. May be required to drive Club van (needing a chauffeur's license).
18. Will work a non-traditional workday with some scattered hours.
19. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Directing.
20. Other duties may be assigned within the scope and complexity of this position's essential functions.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit, stand and walk. Regularly, the employee must kneel, bend, push/pull, and be able to reach above shoulder level. The employee must occasionally lift and/or move up to 25 pounds; some projects may require assisting in moving additional, heavier items. The employee may be required to use hands for repetitive action such as simple grasping. The employee must be able to work nights and weekends and participate in activities provided to the youth.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

POSITION REQUIREMENTS:

1. Minimum of high-school diploma or GED certification...one year of college coursework preferred.
2. Experience working with children. A minimum of one years' work or volunteer experience in a Boys & Girls Club or similar organization working with youth is preferred.
3. Knowledge of the mission, priority outcomes, programs, and procedures of Boys & Girls Clubs and the principles and practices of non-profit organizations.
4. Applicant may be required to complete working interview and/or submit written tasks
5. A high level of enthusiasm and commitment to serving youth.
6. Knowledge of youth development.
7. Ability to motivate youth and manage behavior problems.
8. Ability to deal with the general public.
9. Ability to plan and implement quality programs for youth.
10. Ability to organize and supervise members in a safe environment.
11. Strong communication skills both written and oral.
12. Decision making skills; good judgment, systemic thinking, and problem solving.
13. Planning skills; monitoring, organizing, and implementing quality programs and activities.
14. Mandatory CPR and First Aid Certifications; applicant may be required to obtain Mental Health First Aid Certification.
15. Must have a valid State Driver's License and clean driving record; may be required to obtain Michigan Chauffer's License.
16. Computer knowledge preferred.
17. Must maintain compliance with the Tribe's drug testing and background check policy, which includes a pre-hire drug screening.

18. Must be able to travel when required.
19. Must have an excellent past work record.
20. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: March 22, 2023 @ 4:30 PM

APPLY TO: Send Resume and Application to:

Anna Carrick or Renae Wiczorek
Human Resources Generalists
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8523 or (906)-248-8528

recruitment@baymills.org

Subject: Youth Development Professional

**Applications can be found on the Bay Mills website at
www.baymills.org under the employment section**